

MANAGEMENT ANALYST II

Class Definition

Under supervision, performs professional administrative and analytical duties in one or more assignment areas.

Distinguishing Characteristics

Management Analyst II is the journey level class in the Management Analyst series. Incumbents perform administrative and analytical assignments in personnel, budget, labor relations, training, or general administration. This class is distinguished from Management Analyst I in that the latter is the entry level class. It is distinguished from Management Analyst III in that incumbents of the latter direct the business management functions of a medium-sized or larger department.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Analyzes the organization, administration, operations, and functions of an operating department through reviews and evaluation of organizational units; makes recommendations on staffing requirements and functional assignments.

Prepares, reviews, and administers operating department budgets within established policy and procedures.

Studies and resolves problems in budget and personnel as they relate to organizational development and operations.

Reviews and evaluates operating policies and procedures; recommends revisions when necessary.

Recruits applicants and administers competitive examinations; conducts classification studies, job analyses, operational audits, and salary and benefits studies.

Conducts and coordinates research in response to discrimination complaints filed by employees with state or federal agencies; investigates and assures City's compliance with rules and regulations pertaining to Affirmative Action and Equal Employment Opportunity.

Coordinates the Employee Medical and Health Screening, Workers' Compensation and Unemployment Insurance, and Employee Assistance Programs.

Conducts safety inspections to prevent accidents; investigates, analyzes, and reports accidents; conducts safety programs; administers various loss control activities.

Organizes and/or conducts employee training and development programs, including new employee orientation and in-service training.

Administers Summer Youth and Student Intern programs; coordinates Tuition Reimbursement Program.

Collects, compiles, and analyzes data; determines needs and prepares funding applications for a variety of state and federal grants; implements, monitors, and evaluates the program projects.

Serves as City staff for various City boards and commissions; coordinates public hearings; makes presentations and provides technical information; acts as liaison between the City administration and boards and commissions.

Participates in employee/employer relations activities; collects, compiles, and evaluates data pertaining to compensation, fringe benefits, and working conditions; participates in labor negotiations; advises and assists in labor relations matters.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of organization, administration, and management.

Knowledge of municipal organization and operation, including budget and personnel management, workers' compensation, and unemployment insurance.

Knowledge of statistical methods, research techniques, and applications.

Knowledge of report writing techniques.

Skill to operate an office computer and a variety of work processing and software applications.

Ability to collect, compile, analyze, and interpret technical and statistical data.

Ability to prepare and present accurate, comprehensive, and concise reports and recommendations.

Ability to interpret and apply complex regulations, legislation, and guidelines.

Ability to exercise initiative, ingenuity, and sound judgment in solving difficult and complex administrative and technical problems.

Ability to handle labor relations problems and labor negotiations.

Ability to make clear oral presentations.

Ability to establish and maintain effective working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Minimum Qualifications

One year of professional experience performing analytical duties in the areas of administration, management, human resources or related field and a Bachelor's Degree from an accredited college or university in business administration, public administration, industrial relations or related field.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____

APG:RLR:ct